

TROY CIVIL SERVICE COMMISSION

MINUTES OF MEETING FEBRUARY 19, 2013

Present: Chairperson Rauh, Commissioners LaPosta and Conroy, Executive Secretary Matthews
Guests: Kristen Miaski, HR Director, Troy School District

The meeting was called to order at 9:00 A.M.

- 1) Following review by the Commission, a motion was made by Commissioner Conroy to accept the minutes of the January 15, 2013 meeting. Seconded by Commissioner LaPosta, all in favor, 3-0.
- 2) Establish an eligible list for four (4) years for Chief Account Clerk (o.c.) (COT & THA). On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 3) Establish an eligible list for four (4) years for Chief Account Clerk (prom) (COT & THA). On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 4) Establish an eligible list for four (4) years for Senior Cashier (COT). On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 5) Review certification of Troy Public Library payroll for 2013. After a review of the payroll submitted by Troy Public Library, a motion was offered by Commissioner LaPosta to certify the Troy Public Library for 2013. Seconded by Commissioner Conroy, all voted in favor, 3-0. Notice will be forwarded to the Library.
- 6) Consider a revised job specification for Library Associate (TPL). The specification will be amended to include the phrase "equivalent full-time experience" in the Minimum Qualifications section. The motion to accept was made by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 7) Consider a job specification tentatively titled Public Housing Specialist (Spanish Speaking) (THA). The Housing Authority requested the addition of the parenthetical to more efficiently serve their client base. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 8) Review Classification Questionnaire submitted by TSD for a tentative position titled Computer Systems Engineer/Data Technology Facilitator. Kristen Miaski of the school district explained that the intention is that the duties of a vacant position would be transferred to the existing Computer Systems Engineer position due to budgetary restraints. A discussion was held with the Commission.
- 9) Review an MSD-222 submitted by TSD to establish a new position tentatively titled Computer Systems Engineer/Data Technology Facilitator. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.
- 10) Review a job specification tentatively titled Computer Systems Engineer/Data Technology Facilitator (TSD). On a motion by Commissioner LaPosta, seconded by Chairperson Rauh, all voted in favor, 3-0.
- 11) Review an MSD-222 to establish a Secretary I position (TSD). On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 12) Review an MSD-222 submitted by TSD to establish a new position tentatively titled Director of Facilities and Security. An extended discussion was held between the Commission and Kristen Miaski of TSD. Ms. Miaski explained that the school district is under extreme budgetary restraints, and funds are not available

for 2 positions. The Commission expressed reservations that the positions could be successfully combined. However, the Commission accepts the financial difficulties the school district is under, and was willing to cooperate with the school district in their attempt to bring costs under control. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor, 3-0.

- 13) Consider an MSD-222A submitted by the City of Troy to re-establish the position Payroll Clerk. On a motion by Commissioner Conroy, seconded by Commissioner LaPosta, all voted in favor, 3-0.
- 14) Consider an alternate test date for a Firefighter candidate. On a motion by Commissioner LaPosta, seconded by Commissioner Conroy, all voted in favor.
- 15) The Commission reviewed a memo addressed to an active Troy Firefighter explaining the Firefighter examination process, and eligible list is administration. The memo will be forwarded to the firefighter.

The next meeting is set for Tuesday, March 19, 2013, 9:00AM at City Hall.

On a motion by Chairperson Rauh, seconded by Commissioner Conroy, the meeting was adjourned at 9:43 AM.

Respectfully submitted,

Nancy Matthews, Executive Secretary

William Rauh, Chairperson

Frank LaPosta, Commissioner

John Conroy, Commissioner